

Request for Trade-in or Exchange of Government-owned Property

Fax or send this form to: Property Management Division, Building 13, Room 2E-65.

Phone: 496-5711

Fax: 496-8428

DOC No. (for PMB use)

Part 1

Date of Request	Action (check one) <input type="checkbox"/> Trade-in <input type="checkbox"/> Exchange	Name of Vendor	
Requisition Number (Attach copy of regulation and official price quote from vendor showing trade-in dollar amount being offered.)		Vendor Contact Person	
Description of New Item Purchased		Vendor Address	
Dollar Value Offered by Vendor for Trade-In \$	Telephone Number	FAX	

Part 2 -- Give complete description of Government-owned property

#	Item Description	Model	Manufacturer	Serial #
1				
2				
3				
4				
5				

#	Acq. Date	Cost	NIH Decal #	Condition	Location of Equip. (if different from Part 4)
1					
2					
3					
4					
5					

Part 3

Justification for Trade-in

Part 4

Requester's Name	ICD	Custodial Code No.
Building and Room -	Telephone	FAX
		Date Equipment Available for Pickup

Part 5 -- Recommending Officials (signatures and dates)

The item of property to be traded-in is deemed similar to the item to be acquired and is eligible to be traded in accordance with the provisions of the Federal Property Management Regulations and the DHHS Material Management Manual. The item acquired will be used in the performance of all the tasks or operations in which the item replaced would be used and any proceeds accruing from the exchange of the item replaced will be applied against the acquisition cost.	ICD Approval
	Property Custodial Officer

Part 6 -- Property Management Division Approval

Trade-in/Exchange is Approved. When an item that has been approved by this office for trade-in; a purchase order has been issued and the item has been delivered to the vendor, please assure that Form NIH-1872 is completed and returned to this office. In addition, the Property Custodial Officer is to transfer the item on line through the PMIS to <i>Custodial Code PPB10</i> . Please note that PMD disposal custodial codes will be changed every fiscal year and you will be provided with a listing of the applicable codes. If you have any questions concerning this requirement, please call your Property Liaison Representative on 496-5711.	PMB Equipment Specialist (Signature and Date)
	Director, PMD (Signature and Date)

PCO TRADE-IN PROCEDURES

Fill in Parts 1-5 of the NIH 1872 (Rev. 12/95) form completely. Forward form to the Property Management Division in Building 13, Room 2E-65 with the following documentation:

1. copies of an official price quote from the vendor, showing the trade-in dollar amount being offered.
2. A copy of the requisition being submitted to procurement (it should also show the trade-in dollar amount in the appropriate space).
3. A copy of the PMIS record for each item being traded-in.

PCO EXCHANGE PROCEDURES

Parts 1-5 of the NIH 1872 (Rev. 12/95) is still required to be completed when an exchange/replacement, under warranty is done. The following documentation is required:

1. A copy of the PMIS record.
2. A receipt (such as a property pass, federal express receipt, copy of the vendors work order or a return authorization number) showing the item was sent to or taken by the vendor.
3. Decal number of new item.

PROCUREMENT AGENT PROCEDURES

Use the following information when entering an order into the ADB which involves a TRADE-IN:

"RMKS" - Enter the following statement: NIH will not authorize payment until pickup of trade-in item

Enter the following information regarding the NEW purchase into line item #1:

"UPRICE" - cost of equipment prior to "trade-in" reduction

"Trade-IN" - dollar amount the vendor is reducing from the purchase price due to the trade-in.

"DESC" - complete description of the purchase including manufacturer and model

Enter the following information regarding the TRADE-IN equipment using the next available line item:

"QTY" - enter "1"

"UNIT" - enter "0"

"UNIT PRICE" - enter "0"

"DESC" include the following:

- description of the item
- serial #
- property decal #
- dollar amount of the trade-in